



Town of Harrison  
Village of Harrison  
Alfred F. Sulla, Jr. Municipal Building  
Building Department  
1 Heineman Place, Harrison, NY 10528  
Phone: 914-670-3050  
Fax: 914-835-7491



## **How to get access to documents related to property in the Town/Village of Harrison**

### **Do you need a list of permits and CO's?**

A copy of a card listing all permits and CO's is available to the public. This copy is given out at the counter. Our counter hours are 9am to 4pm. \*\*Due to COVID-19, you can request it through our online form:  
<https://www.harrison-ny.gov/building-department/webforms/blocklot-card-request>

### **Do you need a copy of a Survey?**

Surveys of a property, if existing, are available to the public by requesting it through our online form:  
<https://www.harrison-ny.gov/building-department/webforms/survey-request>

### **Do you need actual copies of Permits, CO's or violations?**

A CO search for and a fee of \$25 is required. You can request this by filling out this form, mailing it or dropping it off at the Building Department.  
<https://www.harrison-ny.gov/building-department/files/co-searchcopies>

### **Do you want to view the permit files and/or request copies of plans?**

A file of each permit is available to the public with an approved Freedom of Information request (FOIL) which can be filed with the Town Clerk's office. If you are not the owner, you will be required to submit written permission from the owner otherwise you will only be granted to the contents of the file minus any floor plans. Owners' permission is not necessary for commercial properties.

### **Please be advised:**

- We do not calculate square footage or provide a room count;
- We do not have information on their assessment or taxes;
- Information on fire suppression systems and oil tanks are under the jurisdiction of the Bureau of Fire Prevention;
- Information of septic tanks and wells are under the jurisdiction of the Westchester County Dept. of Health;
- There is no municipal water department. Please contact Westchester Joint Water Works.

Any questions, please call us at 914-670-3050

# FREEDOM OF INFORMATION LAW (FOIL) REQUEST

No. \_\_\_\_\_

## **For use to request Building Department or Bureaus of Fire Prevention records only**

Email to: [JGreer@harrison-ny.gov](mailto:JGreer@harrison-ny.gov)

Fax No. 914-835-2009

To: Town/Village of Harrison – Town Clerk

Contact info:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Records request information:**

**Property Address:** \_\_\_\_\_

### **Description of Record:**

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**\*Requires Records Authorization form if you are NOT the owner of the property**

**WARNING:** Examination of these records is covered by New York State Penalty Law  
§ 175.20 Tampering with Public Records in the 2<sup>nd</sup> Degree is a Class A Misdemeanor  
§ 175.24 Tampering with Public Records in the 1<sup>st</sup> Degree is a Class D Felony

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by Town Clerk \_\_\_\_\_ L/D: \_\_\_\_\_

Pursuant to Public Officers Law Article 6

Your request will be reviewed. Within five business days of the receipt of your request for a record reasonably described, the Town will make such records available, deny the request in writing, or furnish a statement of the approximate date when such request will be granted or denied.

If copies are required, arrangements can be made once the documents are viewed, unless otherwise they will be emailed to the email address provided above.

Frank P. Allegretti, Town Attorney

### FOIL Building Records Authorization

I, \_\_\_\_\_, as owner of \_\_\_\_\_,  
(Property owner) (Address)

hereby give \_\_\_\_\_, authorization to view  
(Individual authorized to obtain records)

and copy the entire Building Department records for my property, including interior floor plans.

Date: \_\_\_\_\_

(Property owner)